

CITY OF CHULA VISTA

CODE ENFORCEMENT OFFICER II

DEFINITION

To perform field and office work, and investigations and inspections in the enforcement of ordinances, codes, and related regulations pertaining to building, zoning, noise, signs, abandoned vehicle abatement, mobile home parks, health, safety and other public nuisances; to issue notices of violations, citations, and other correspondence specifying necessary corrective actions and compliance dates; to prepare court and hearing transmittals; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the full journey-level class in the Code Enforcement Officer series and it is distinguished from the Code Enforcement Officer I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the level I or by outside candidates having prior experience.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisor. May exercise technical guidance over less experienced staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Inspect businesses, boarding homes, hotels, motels, private residences, apartment houses, vacant lots, abandoned vehicles, mobile homes, mobile home parks, and other rental units for repair, maintenance, occupancy, sanitation, structural hazards, and other conditions in compliance with the Chula Vista Municipal Code, Housing Code, and the California Health and Safety Code.

Ensure the municipal provisions governing existing signage, prohibited signs, portable signs, temporary signs, and other specific sign types are followed.

Coordinate removal of abandoned or junked vehicles with the Police Department.

Ensure compliance with business license ordinances.

Determine if code violations exist; explain violation and corrective measures required, and encourage voluntary compliance. Review plans to verify compliance.

Prepare individualized and standardized notices of violations, citations, memos, letters, and reports on code enforcement matters.

Prepare non-compliance cases for referral to City Attorney as necessary; may testify at hearings and court proceedings. Serve as advocate for the City during hearing proceedings.

Deal with irate customers in an effective manner.

Maintain inspection files, records, and logs; write reports and chronologies.

Provide information to property owners, tenants, and the general public through individual contact in the field, over the counter, E-mail, and by telephone.

Conduct field investigations and observe conditions to verify facts indicating violations.

Research, compile and present evidence necessary to enforce applicable codes and regulations.

Coordinate with other City departments in the enforcement of zoning regulations.

Respond to customer complaints.

Operate City vehicles skillfully and safely; observe safe work methods and use safety equipment.

Keep work related records using a desktop and/or handheld computer.

Assist in the instruction and training of less experienced staff.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform other related duties as assigned.

Knowledge of:

Methods and techniques of field inspection, documentation, and enforcement of codes and regulations.

Procedures and methods involved in investigating violations, preparing cases, testifying in court, and related matters.

Pertinent rules, laws, ordinances, and policies related to assignment.

Working knowledge of land use and zoning principles and practices.

Customer service and conflict resolution techniques.

Computer equipment and software applications related to assignment.

English usage, spelling, grammar, and punctuation

Ability to:

Interpret and apply procedures and techniques involved in the investigation, documentation, and enforcement of ordinances, codes, and regulations.

Respond to inquiries, complaints, and requests for service in a fair, tactful, and timely manner.

Deal with irate customers in an effective manner.

Use initiative and sound independent judgment within established guidelines.

Deal effectively and tactfully with the public and obtain compliance with City codes.

Photograph violations being investigated.

Drive City vehicles observing legal and defensive driving practices.

Communicate clearly and concisely, both orally and in writing.

Keep detailed, accurate records and prepare clean and concise reports using a computer.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two-years experience performing code enforcement or similar public contact work.

Training:

Equivalent to completion of the twelfth grade. College courses in Urban Planning, Architecture, Building Inspection, Criminal Justice, Public Administration, or related field are desirable.

License or Certificate

Possession of a valid California driver's license.

PC832 Certificate must be obtained within 12 months of employment.

CLETS (California Law Enforcement Telecommunications System) certification when assigned to vehicle abatement. Must pass criminal background check.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk, walk, or stand up for long periods of time. Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; may lift or carry weight of up to 20 pounds. Drive a motorized vehicle, walk on uneven surfaces, kneel, stoop, bend, and climb up or down slopes while conducting field inspections. See in the normal vision range with or without correction to observe code violations, read typical business documents and computer screens; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed both outdoors and indoors; the performance of fieldwork tasks requires exposure to a variety of traffic and weather conditions with possible exposure to hazardous materials; indoors work is performed in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Work is frequently disrupted by the need to respond to in-person and telephone inquiries

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